

The Missouri Department of Agriculture



POSTING DATE: November 15, 2012

CLOSING DATE: February 15, 2013

SUMMER INTERN-JEFFERSON CITY, MO

The Missouri Department of Agriculture is offering 7 paid internships and 2 unpaid internships to qualified college students. We are looking for interns that are ambitious and have a passion for Agriculture, while enhancing the state's agricultural industry.

*Please note the two unpaid positions are placed in the Animal health division and participate in the interns program as required by their enrolled Master's program.

Job Description: *Duties vary in each division

Assist various programs with special projects or mailings.

Travel with inspectors throughout the state and assist in monitoring and recording of various processes.

Assist with social media projects, blog entries, state fair photo contest and with membership recruitment for MDA's AgriMissouri program.

Gain hands on experience with various programs, including but not limited to feed and seed sampling, Weights and Measures inspection program and analyses, assist with mapping of Grain Inspection and Warehousing customers.

Establish and maintain filing systems, as well as prepare records for storage and/or archiving.

Enter, update, and/or retrieve information utilizing automated systems.

Operate standard office equipment and computers.

Perform other related work as assigned.

General Criteria:

Full-time college student (Freshman through Senior), or currently enrolled in master's program for unpaid positions.

Paid: Yes

Academic Status: Preferred 3.0 or higher and in good academic standing

Interviews will begin January 2013 and continue until all positions are filled or closing date, whichever arrives first.

Internships will begin in May 20, 2013 and end August 18, 2013 (will also work with school schedule)

Application Process:

If interested in applying, please submit a cover letter, completed application and current resume to the address listed below. The application is available online at <http://mda.mo.gov/hr/jobopps.php> or may be requested by contacting Human Resources at the telephone number or e-mail address listed below.

**Missouri Department of Agriculture
Attention: HR-INTERN
PO Box 630
Jefferson City, MO 65102-0630**

**Telephone: (573) 751-1199
TT/TDD: (800) 735-2966
Fax: (573) 522-5692
E-mail: HR@mda.mo.gov**